

NOTICE OF MEETING AND AGENDA
February 19, 2020 10:00 A.M.
Indiana Archives and Records Administration
Conference Room 10
Indiana Government Center South – First Floor

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. **CALL TO ORDER**
- II. **DATE OF NEXT MEETING (April 15, 2020, 10:00am – Conf. Room 10)**
(No meeting scheduled for March 2020)
- III. **APPROVAL OF MINUTES (January 15, 2020)**
- IV. **DIRECTOR’S REPORT – Chandler Lighty**
Team 365 – Meaghan Fukunaga
Microsoft Teams is a collaboration hub for project-based chat, file sharing/storage, and live meetings. It is part of the Microsoft Office 365 suite and integrates with products like SharePoint and OneDrive. It can be accessed anywhere there is an internet connection, and by users both internal and external to the State of Indiana.
- V. **NEW BUSINESS**
 1. Review of updated language for OCPD Procedure for Election of Officers
 2. Review of Article 1.1 General Provisions Rule 1. Definitions; Collection of Religious Information; Lists
- VI. **RECORDS RETENTION AND DISPOSITION SCHEDULE(S) -- (Action Needed)**
 1. Family and Social Services Administration/Early Childhood and Out of School Learning
 2. Department of Health/Microbiology Lab
 3. Department of Labor/Mines and Mine Safety
 4. Department of Labor/Quality Metrics and Statistics
 5. State Library/Agencywide Schedule
 6. Department of Transportation/Environmental
- VII. **OLD BUSINESS**
- VIII. **MEETING ADJOURNMENT**